

# RECYCLING AND REFUSE SUPERINTENDENT

**GRADE: 20**

**FLSA: EXEMPT**

## CHARACTERISTICS OF CLASS:

The Recycling and Refuse Superintendent performs difficult technical and administrative work involved in managing the refuse collection, special collection and recycling programs. The employee is responsible for the development and implementation of all policies and procedures involved in the record keeping, planning, organizing, and scheduling for the division. The work requires outside and inside contacts to carry out division programs. The physical demands are moderate with somewhat disagreeable working conditions when working in the field. The work by nature has a broad scope and is performed under the general managerial review of the Director of Public Works, with considerable opportunity for discretion and independence of action.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

- Plans, organizes, schedules, advises, trains and inspects the work of a number of subordinate supervisors in a wide variety of refuse collection programs, recycling programs and general labor activities.
- Ensures compliance with all State and Federal laws and regulations.
- Determines collection routes and dispatches workers, equipment and materials to various work sites, in accordance with approved programs and activities including City parks receptacles, street containers, dumpsters, and household

hazardous waste.

- Ensures there is adequate staff to accomplish division activities.
- Receives work orders and citizen requests for information or service and takes appropriate actions.
- Assumes direct supervision for special projects when necessary.
- Monitors work safely to ensure compliance with Federal, State, local and Department rules, regulations and laws.
- Develops and prepares the Sanitation Division's operating budget and performance measures.
- Recommends operational and managerial changes to improve services to citizens.
- Prepares reports and memorandums to summarize division operations, to respond to inquiries and to make recommendations.
- Designs, approves and inspects special projects, sets quality standards and advises on operational safety measures.
- Assists in the investigation of accidents involving refuse employees and equipment.
- Performs other duties as required.

### **QUALIFICATIONS:**

#### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to an Associate of Arts degree in business management or related field and six years experience in the area of refuse collection, recycling or related work, including three years experience in a supervising capacity. Possession of a valid driver's license.

#### **Preferred Knowledge, Skills and Abilities:**

- Thorough knowledge of the principles involved in the management of municipal refuse collection.
- Thorough knowledge of the occupational, public and private hazards and precautions applicable to the refuse collection and recycling field.
- Thorough knowledge of the standard practices, materials, tools and equipment used in refuse collection, disposal, recycling, and general labor activities.
- Knowledge of the operational capacities and maintenance requirements of a wide variety of refuse equipment.
- Ability to plan, organize and effectively supervise, through subordinates, the work of a large group of workers in a manner conducive to full performance, high morale and effective public service.
- Ability to gather information and prepare clear and concise reports based on an analysis of data.
- Ability to establish and maintain effective working relationships with persons contacted in the course of the work.
- Ability to effectively communicate both orally and in writing.